

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JULY 29, 2022

Committee Members: *Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) SUNY Adirondack representatives to provide an update on the College.

2) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

- A) Review of report on tracking of vacancies filled.
- B) Review of separation report.

3) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):

Probation -

- A) Request to amend Resolution No. 265 of 2022 to increase the salary of the Administrative Secretary position from a base annual salary of \$44,913 (*Grade 8*) to \$48,366 (*Grade 8, Step 3*) to reflect the experience level of the employee position, effective retroactive to the June 27, 2022 start date of the employee.

Public Defender (Gregory Canale, Public Defender) -

- B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 8th Assistant Public Defender from \$74,089 to \$71,988 effective August 22, 2022, and to fill the position at the lower salary.

Sheriff (Jim LaFarr, Sheriff) -

- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions Patrol Officer #71, #72 and #73, each at a Base Salary of \$45,854.

4) Referral from the Human Services Committee (Chaired by Supervisor Driscoll):

Department of Social Services (Christian Hanchett, Commissioner) -

- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk #4, *Grade 10, Base Annual Salary of \$40,784*, and delete the position of Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, effective August 22, 2022.

5) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):

Information Technology (Mike Colvin, Director) -

- Request to amend the Table of Organization and Salary Schedule to create and fill the new position Computer Help Desk Tech. II - Temporary, *Base Annual Salary \$53,493 - pro-rated to \$25.7177/hr for up to \$20,000*, effective August 22, 2022.

6) Items to be discussed by the County Administrator (Ryan Moore, County Administrator):

- A) Discussion regarding executive recruitment services for County Administrator position and potential budget transfer. *Note: any resolution approved on this matter will go to the July 29th Board Meeting for approval.*
- B) Discussion regarding Acting County Administrator. *Note: any resolution approved on this matter will go to the July 29th Board Meeting for approval.*
- C) Discussion regarding SUNY Adirondack sponsor funding formula.
- D) Discussion regarding potential non-Union salary adjustments.

IV. Pending Items:

SUNY ADIRONDACK: No items this month.

PERSONNEL:

- 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)
- 2) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
- 3) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA
JULY 29, 2022

V. Positions authorized for filling by Standing Committees since last meeting:

Buildings & Grounds - Cleaner #6, Grade 2, Base Annual Salary \$29,735, due to resignation.

DPW - MEO (M) #1, Grade 9, Base Annual Salary \$39,246, due to promotion.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	1/31/2022	Spring	\$ 36,414.00	\$ 923.00	\$ 923.00
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seelye	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	2/7/2022	Riffle	\$ 36,414.00	\$ 923.00	\$ (8,487.00)
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	2/8/2022	Hill	\$ 24,298.00	\$ 616.00	\$ 616.00
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	3/28/2022	Huntley	\$ 39,246.00	\$ 725.00	\$ (5,471.00)
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	4/4/2022	Reiter	\$ 33,076.00	\$ 2,556.00	\$ 1,977.00
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	1/31/2022	Schroek	\$ 78,138.00	\$ (5,365.00)	\$ (5,365.00)
12/2/2021	Sheriff	Patrol Officer #TBD		PR	\$ 44,736.00	\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00	\$ 1,449.00	\$ (9,625.00)
12/2/2021	Social Services	Caseworker #4 (1650)	Parker	PR	\$ 57,597.00	\$ 47,023.00	2/22/2022	Hargraves	\$ 58,597.00	\$ 11,574.00	\$ 1,000.00
12/2/2021	Social Services	Caseworker #20 (1649)	Tenant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	5/7/2022	Santiago	\$ 37,918.00	\$ 961.00	\$ 482.00
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	4/4/2022	Belden	\$ 36,414.00	\$ 2,814.00	\$ -
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/1/2022	Newell	\$ 22,301.00	\$ 4,188.00	\$ -
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant				
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Quagliana	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihan	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer #70 (2702)	N/A	N	N/A	\$ 44,736.00	3/28/2022	Raggi	\$ 60,078.00	\$ 15,342.00	\$ -
2/3/2022	Buildings & Grounds	Cleaner #12 (2470)	Tabano	RS	\$ 29,735.00	\$ 29,735.00	2/7/2022	Augusta	\$ 29,735.00	\$ -	\$ -
2/3/2022	Countryside	Cook/Manager (2265)	Olden	RT	\$ 43,764.00	\$ 33,076.00	2/15/2022	Quarters	\$ 42,264.00	\$ 9,188.00	\$ (1,500.00)
2/3/2022	County Clerk	Senior MV Examiner #3 (2710)	N/A	N	N/A	\$ 40,784.00	2/28/2022	Conway	\$ 50,519.00	\$ 9,735.00	\$ -
2/3/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,262.00	\$ 37,918.00	vacant				
2/3/2022	Information Technology	Cybersecurity and Network Analyst (2672)	N/A	N	N/A	\$ 67,533.00	1/3/2022	Boutin	\$ 67,533.00	\$ -	\$ -
2/3/2022	Mail Room	Messenger #2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Wildley	\$ 34,488.00	\$ -	\$ -
2/3/2022	Probation	Senior Account Clerk (1307)	Clarke	PR	\$ 37,355.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (M) #9 (1238)	Monroe	RT	\$ 49,771.00	\$ 39,246.00	vacant				
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #13 (1263)	Cameron	RS	\$ 35,491.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/3/2022	Sheriff	Patrol Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	-	-
2/3/2022	Sheriff	Patrol Officer #62 (1326)	Howse	PR	\$ 77,178.00	\$ 45,854.00	3/14/2022	Wright	\$ 60,078.00	\$ 14,224.00	\$ (17,100.00)
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ 14,224.00	\$ (5,476.00)
2/3/2022	Sheriff	Senior Communications Officer (2245)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	Social Services	Intake Clerk #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Social Welfare Examiner #17 (1722)	Gonnelly	RT	\$ 48,263.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Caseworker #15 (1665)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/22/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Intake Clerk #8 (2660)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	\$ -	\$ (2,395.00)
2/3/2022	Social Services	Social Welfare Examiner #38 (2082)	Rheel	O	\$ 47,763.00	\$ 37,918.00	2/14/2022	Licari	\$ 40,570.00	\$ 2,652.00	\$ (7,193.00)
2/3/2022	Social Services	Secretary (2270)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	4/18/2022	Boutin	\$ 31,789.00	\$ -	\$ (1,749.00)
2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	5/9/2022	Funnye	\$ 40,570.00	\$ 2,652.00	\$ (3,778.00)
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	Cameron	RT	\$ 44,611.00	\$ 37,918.00	2/7/2022	Johnson	\$ 38,545.00	\$ 627.00	\$ (6,066.00)
2/3/2022	Veterans' Services	Van Driver #2 (2190)	Service	RS	\$ 17,456.00	\$14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	Johnson	RS	\$ 18,985.00	\$14,868.00	1/3/2022	Cooke	\$ 14,868.00	\$ -	\$ (4,117.00)
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 39,246.00	4/25/2022	Cooke	\$ 39,246.00	\$ -	\$ -
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	vacant				
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	7/25/2022	Duggan	\$ 45,854.00	\$ -	\$ (31,324.00)
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00	\$ 67,533.00	vacant				
3/3/2022	Tourism	Communications Asst. - Tourism (2417)	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	4/13/2022	Ellis	\$ 39,246.00	\$ -	\$ (287.00)
3/31/2022	Civil Service	Civil Service Assistant (2568)	Graham	PR	\$ 43,044.00	\$ 39,973.00	5/7/2022	Plumley	\$ 39,973.00	\$ -	\$ (3,071.00)
3/31/2022	Civil Service	Civil Service Specialist (2567)	Chambers	RS	\$ 49,036.00	\$ 49,036.00	4/11/2022	Graham	\$ 49,036.00	\$ -	\$ -
3/31/2022	District Attorney	Legal Clerk II #3 (2669)	Christensen	PR	\$ 37,918.00	\$ 37,918.00	4/11/2022	Davis	\$ 37,918.00	\$ -	\$ -
3/31/2022	Planning	Senior Planner (2414)	Belden	RS	\$ 45,878.00	\$ 50,384.00	vacant				
3/31/2022	Public Defender	Public Defender (1072)	Flores	RT	\$ 136,273.00	\$ 114,096.00	5/9/2022	Canale	\$128,450.00	\$ 14,354.00	\$ (7,823.00)
3/31/2022	Public Defender	Coordinating Attorney(Public Defender) (2588)	N/A	N	N/A	\$ 81,618.00	4/18/2022	Dipresso	\$ 81,618.00	\$ -	\$ -
3/31/2022	Public Defender	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	5/16/2022	Flores	\$ 34,280.00	\$ -	\$ -
3/31/2022	Public Defender	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	vacant				
3/31/2022	Public Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	vacant				
3/31/2022	Social Services	Caseworker #24 (1666)	Pugh	RT	\$ 54,846.00	\$ 47,023.00	4/25/2022	Huestis	\$ 47,023.00	\$ -	\$ (7,823.00)
3/31/2022	Tourism	Principal Account Clerk - PD (2714)	N/A	N	\$ 51,519.00	\$ 51,519.00	4/4/2022	Grant	\$ 51,519.00	\$ -	\$ -
5/5/2022	Social Services	Community Services Worker-LTPT (20 hours) (2718)	N/A	N	N/A	\$ 37,918.00	7/12/2022	Scott	\$ 18,959.00	\$(18,959.00)	\$ -
5/5/2022	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	vacant				
5/5/2022	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	vacant				
5/5/2022	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	7/18/2022	Wilde	\$ 56,702.00	\$ 1,651.00	\$ (1,701.00)
5/5/2022	Public Defender	9th Assistant Public Defender (2608)	DiPresso	PR	\$ 74,989.00	\$ 71,988.00	6/20/2022	Duhaney	\$ 71,988.00	\$ -	\$ (2,101.00)
5/5/2022	Social Services	Sr. Account Clerk #4 (1686)	Stoller	O	\$ 42,617.00	\$ 36,414.00	6/20/2022	Dashnaw	\$ 36,414.00	\$ -	\$ (6,203.00)
5/5/2022	Social Services	Sr. Account Clerk #7 (1693)	Williams	RS	\$ 38,326.00	\$ 36,414.00	vacant				
5/5/2022	Social Services	Medicaid Clerk #1 (1707)	Hanchett	O	\$ 38,764.00	\$ 33,076.00	5/9/2022	Parker	\$ 41,764.00	\$ 8,688.00	\$ 3,000.00

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Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
5/5/2022	Social Services	Intake Clerk (1754)	Flores	RM	\$ 31,789.00	\$ 31,789.00	5/9/2022	Vitolo	\$ 31,789.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #27 (1658)	Coulman	RS	\$ 57,597.00	\$ 47,023.00	5/16/2022	Queiroz	\$ 47,023.00	\$ -	\$ (10,574.00)
5/5/2022	Social Services	Caseworker #39 (2616)	Pumick	RS	\$ 47,023.00	\$ 47,023.00	6/20/2022	Cozzens	\$ 47,023.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	5/23/2022	Nassivera	\$ 47,023.00	\$ -	\$ -
6/2/2022	Employment & Training	Administrative Secretary (2717)	Rodriguez	RS	\$ 56,910.00	\$ 44,913.00	6/27/2022	Clarke	\$ 44,913.00	\$ -	\$ (11,997.00)
6/2/2022	Planning	Job Coach-Temporary (2719)	N/A	N	N/A	\$ 34,488.00	6/27/2022	Tucker	\$ 34,488.00	\$ -	\$ -
6/2/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/2/2022	Social Services	Case Manager/Foster Care Home-Finder (2720)	N/A	N	N/A	\$ 44,384.00	6/20/2022	Durose	\$ 55,602.00	\$ 11,218.00	\$ -
6/2/2022	DPW	Cleaner # 8 (2144)	Santiago	RS	\$ 29,735.00	\$ 29,735.00	vacant				
6/2/2022	Countryside	Cook #2 (1889)	Steves	RM	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Cook # 5 (2600)	Pagan	RS	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Food Service Helper # 3 (1873)	Potash	RS	\$ 30,362.00	\$ 29,735.00	5/24/2022	Norton	\$ 29,735.00	\$ -	\$ (627.00)
6/2/2022	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 68,560.00	6/29/2022	Christensen	\$ 68,560.00	\$ -	\$ -
6/2/2022	District Attorney	Legal Clerk III # 1 (2670)	Christensen	O	\$ 40,784.00	\$ 40,784.00	3/14/2022	Christensen	\$ 40,784.00	\$ -	\$ -
6/2/2022	Public Works	Highway Construction Supervisor # 2 (2391)	Harrington	RT	\$ 51,975.00	\$ 42,069.00	6/20/2022	Converse	\$ 49,138.00	\$ 7,069.00	\$ (2,837.00)
6/2/2022	DPW	MEO (M) #22 (2192)	Ashline	RS	\$ 48,771.00	\$ 39,246.00	vacant				
6/2/2022	DPW	MEO (L) #26 (1225)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant				
6/2/2022	Employment & Training	Office Specialist-PT (2613)	N/A	N	N/A	\$ 36,414.00	vacant				
6/2/2022	Office for the Aging	Meal Site Manager #2 (Warrensburg) 30 hr (1935)	Hill	RS	\$ 26,185.00	\$ 22,301.00	vacant				
6/2/2022	Probation	Probation Assistant (1313)	Clarke	O	\$ 38,326.00	\$ 36,414.00	vacant				
6/2/2022	Public Defender	Coordinating Assistant Public Defender (2588)	DiPresso	RS	\$ 81,618.00	\$ 81,618.00	vacant				
6/2/2022	Public Defender	Legal Clerk (2577)	Plumley	RS	\$ 34,282.00	\$ 33,076.00	vacant				
6/2/2022	Social Services	Intake Clerk # 7 (2406)	Monahan	RS	\$ 32,416.00	\$ 31,789.00	6/20/2022	Hamelin	\$ 31,789.00	\$ -	\$ (627.00)
6/2/2022	Social Services	Intake Clerk # 1 (1723)	Parker	O	\$ 40,308.00	\$ 31,789.00	7/5/2022	Hymy	\$ 31,789.00	\$ -	\$ (8,519.00)
6/2/2022	Social Services	Caseworker # 23 (1672)	Williams	RS	\$ 48,472.00	\$ 47,023.00	6/27/2022	Petteys	\$ 47,023.00	\$ -	\$ (1,449.00)
6/2/2022	Veterans' Services	Van Driver # 1 (Reg P/T) (2189)	Cooke	O	14,2958/hr	14,295/Hr	7/18/2022	Taft	14,2958/hr	\$ -	\$ -
6/2/2022	Veterans' Services	Van Driver # 5 Per-Diem (2518)	Cooke	O	14,2958/hr	14,295/hr	vacant				
6/30/2022	County Attorney	3rd Assistant County Attorney (2721)	N/A	N	N/A	\$ 65,295.00	vacant				
6/30/2022	Public Defender	Legal Clerk # III (2722)	N/A	N	N/A	\$ 40,784.00	vacant				
6/30/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/30/2022	County Clerk	Legal Recording Clerk #3 (2723)	N/A	N	N/A	\$ 36,414.00	7/18/2022	Bowen	\$36,414.00	\$ -	\$ -
6/30/2022	Countryside	Institutional Aide # 18 (2629)	Semon	O	\$ 14,801.00	\$ 30,373.00	6/21/2022	McCane	\$15,186.00	\$(15,187.00)	\$ 385.00
6/30/2022	DPW	MEO (L) # 28 (2320)	Sector	RS	\$ 37,678.00	\$ 36,414.00	vacant				
6/30/2022	DPW	MEO (L) # 13 (1263)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	RPN # 6 (1552)	Rotolo	O	\$ 58,492.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 10 (1600)	Fraser	O	\$ 65,689.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 11 (2548)	Allocco	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 12 (1560)	O'Brien	O	\$ 59,992.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN #22 (2549)	Gutowski	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN #32 (2332)	Wescott	O	\$ 59,222.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 37 (1543)	Brouillette	O	\$ 52,129.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 40 (2624)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 42 (2701)	N/A	O	N/A	\$ 51,502.00	vacant				

2022 - NOTICE OF INTENT TO FILL TRACKING

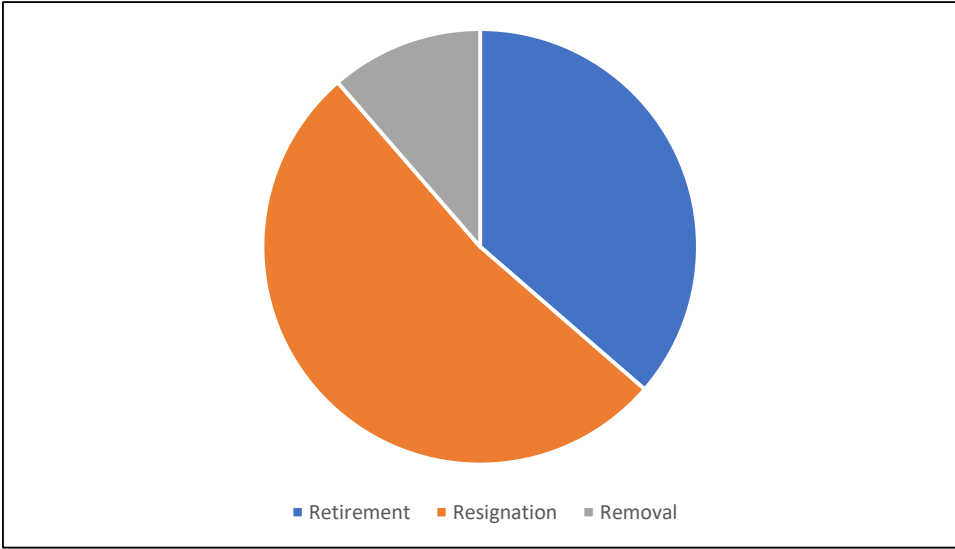
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/30/2022	Health Services	PHN #8 (1546)	McAvey	O	\$ 65,571.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	PHN #35 (2250)	Swan	O	\$ 54,286.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 1 (1538)	DeCesare	O	\$ 43,536.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 2 (2339)	Baker	O	\$ 46,056.20	\$ 36,414.00	vacant				
6/30/2022	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	O	\$ 14,013.00	\$ 15,186.00	vacant				
6/30/2022	DPW	Director of Parks & Recreation (1185)	Benway	RT	\$ 80,591.00	\$ 71,585.00	vacant				
6/30/2022	Social Services	Intake Clerk # 8 (2660)	Dashnaw	PR	\$ 31,789.00	\$ 31,789.00	7/18/2022	Wick	\$31,789.00	\$ -	\$ -
									TOTALS	\$171,348.00	\$(208,851.00)

Warren County Department of Human Resources



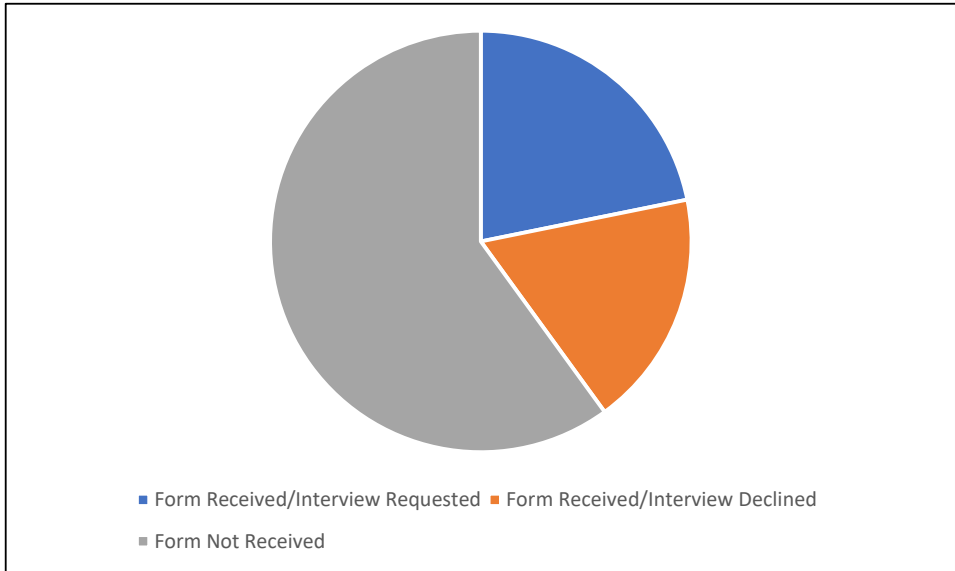
Separations through June 30, 2022

Retirement	19
Resignation	28
Removal	8
Total	55



Exit Interviews through June 30, 2022

Form Received/Interview Requested	12
Form Received/Interview Declined	10
Form Not Received	33



RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Probation

DATE: July 18, 2022

- (a) Purpose of Request:
To amend Resolution 265 of 2022 to increase salary of Administrative Secretary to Grade 8, Step 3, \$48,366 retroactive to Shelley Clarke's start date in this position, June 27, 2022.
- (b) Details:
Administrative Secretary Shelley Clarke has at least three years' service with the county and is deserving of step 3 in her new position as Administrative Secretary. This was indicated in the resolution request presented to the committee on May 23, 2022.
- (c) Previous Resolution Number:
R 265 of 2022
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.3140 110 Probation Salaries-Regular- \$48,366

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 265 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY
SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE/DELETE POSITIONS IN
PLANNING & COMMUNITY DEVELOPMENT; PROBATION; AND
THE DEPARTMENT OF SOCIAL SERVICES

AMENDED FROM THE FLOOR

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

PLANNING & COMMUNITY DEV.

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.8021 110		
<u>TITLE:</u> Office Specialist - FT	June 6, 2022	\$36,414

PROBATION

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.3140 110		
<u>TITLE:</u> Administrative Secretary	June 27, 2022	\$44,913

<u>Deleting Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.3140 110		
<u>TITLE:</u> Principal Steno Confidential	June 27, 2022	\$44,913

SOCIAL SERVICES

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
TE.6010 130		
<u>TITLE:</u> Community Services Worker - Less Than Part Time (Up to 20 hrs)	May 23, 2022	\$37,918 Grade 8

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 7/18/2022

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (8)
- (b) Current Annual Base Salary (and Grade if Applicable):
\$71,988
- (c) Former Annual Base Salary (and Grade if Applicable):
\$74,089
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
8/22/2022
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
n/a
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
To amend the table of organization and Warren County Salary and Compensation Plan

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4200 110
Title of Position: Assistant Public Defender (8) Base Salary of Position: \$71,988 Grade:
Filling at Step # (If Known): Entry
Budget code and title: A. 1171 4200 110 (Public Defender/CAFA Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Rasmussen Date of Vacancy: 8/22/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 7/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 7/18/22

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender and First Assistant Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels' defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State criminal law, New York family court act and court proceedings (both preferred but not necessary); good knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State and Federal criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations; ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: At the time of appointment, possession of a license to practice law in the State of New York. Salary range \$65,295 to \$71,988 (commensurate with experience).

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC: 2003, 2015, 2021

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***

DEPARTMENT NAME: Sheriff

DATE: July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #71
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes (This is necessary BEFORE bringing the request to committees.)**
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #72
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** July 18, 2022

- (a) **Title of Requested Position:** Patrol Officer #73
- (b) **Annual Base Salary (and Grade of Applicable):** \$45,854
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** No

Amended, Warren County Personnel, April 20, 2006

PATROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for providing public safety services by patrolling the county in a patrol cruiser or on foot, and providing for the investigation of violations of law and the apprehension of criminals. Employees in this class are responsible for the efficient performance of routine patrol duties in a specified zone of the county during a designated shift or, on a temporary assignment basis, to various other special events and details of the Sheriff's Office. Details may consist of assignment to special enforcement units, including Marine, ATV, Scuba, Snowmobile and Traffic Safety. Incumbents are required to carry firearms. Incumbents must be able to apply modern police methods and practices to patrol and investigation duties. Work is performed under the general supervision of a Patrol Sergeant with considerable independent responsibility allowed for exercise of sound judgment in normal work situations and emergencies. A Patrol Officer also does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Patrols assigned areas of the county to prevent crime, respond to calls for assistance from the public, prevent crime and investigate suspicious or criminal activities;
- Operate radar speed equipment to enforce the NYS Vehicle and Traffic Law;
- Responds to complaint calls, such as family disturbances, burglaries, trespassers, fights, etc., and takes action regarding resolution of the problem, which may include arrest and the pursuit of law violators;
- Makes arrests and issues tickets for violations of the law to prevent crime, protect life and property, and enforce applicable laws;
- Operates breathtest equipment to determine the blood alcohol concentration of persons suspected of operating motor vehicle while their ability is impaired by the consumption of alcohol;
- Conducts investigations into reports of missing and lost persons, stolen cars and property, and a variety of other violations of law;
- Assists the investigation of homicides, rapes, robberies and other major crimes;
- Renders assistance to other law enforcement agencies as requested;
- Transports prisoners in their custody pursuant to law arrest;
- Executes civil and criminal process, including arrest warrants, civil evictions, and criminal summonses.
- Maintains order in crowds and during special events, parades, funerals, and other mass gathering events;
- Prepares a variety of records and reports regarding patrol activity;
- Works under the immediate supervision of a Patrol Sergeant.

(cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern principles and practices of criminal investigations;
- Understanding of what constitutes and how to safeguard and process evidence;
- Working knowledge of the NYS Criminal Procedure Law, the NYS Penal Law, and other New York statutes that relate to criminal investigations, arrests and prosecutions;
- Good knowledge of the geography of Warren County, New York;
- Ability to write reports with clarity, suitable content and proper use of the English language, as well as have good knowledge of terminology encountered in police work;
- Ability to work with people under stress;
- Good powers of observation;
- Ability to deal courteously yet firmly with the public;
- Good working knowledge of the Sheriff's Office Law Enforcement Division Operations Manual;
- Physical condition commensurate with the demands of the position.
- Thorough knowledge of the use of weapons and their capabilities;

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application; possession of a NYS Driver's License at the time of appointment.

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

Resolution introduced by Supervisors Geraci, Braymer, Seeber, Dickinson, Driscoll, McDevitt and Diamond

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022 TO CREATE POSITIONS FOR THE SHERIFF'S OFFICE

WHEREAS, the Sheriff for Warren County identified and briefed the Criminal Justice & Public Safety Committee of enhanced security requirements proposed for the County's Main Building and Human Services Building, located at 1340 State Route 9, Lake George, New York, which includes assigning law enforcement officers to each building during designated hours of operation to supplement existing security measures, and

WHEREAS, the Criminal Justice & Public Safety Committee accepted and approved the Sheriff's request to create three new patrol officer positions with two patrol officers being assigned to the County's Main Building and one patrol officer being assigned to the County's Human Services Building during designated hours of operation, now, therefore, be it

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

SHERIFF

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.3110 110</u>		
<u>TITLE:</u>	July 18, 2022	\$45,854
Patrol Officer #71		

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.3110 110</u>		
<u>TITLE:</u>	July 18, 2022	\$45,854
Patrol Officer #72		

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
<u>A.3110 110</u>		
<u>TITLE:</u>	July 18, 2022	\$45,854
Patrol Officer #73		

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position**

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 7/18/22

- (a) Title of Requested Position: **PRINCIPAL ACCOUNT CLERK #4**
- (b) Annual Base Salary (and Grade if Applicable): **40,784 GRADE 10**
- (c) Effective Date for New Position:* **8/22/22**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
SR ACCOUNT CLERK #7 - \$36,414 GRADE 7
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, the position is mandated and reimbursed
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Principal Account Clerk #4 Base Salary of Position: \$40,784 Grade: 10
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other create
Employee No./Last Name: Date of Vacancy: 8/22/22
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 25% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 7/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Bennett F. Dussally Date 07/19/22

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for independently performing difficult and complex account keeping functions and/or planning, assigning and supervising major account keeping activities for a municipal office. The work is performed under general supervision in accordance with outlined policies or procedures allowing for independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision making or review of recommendations. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, reviews and/or performs the processes relating to maintaining and checking a wide variety of financial records and reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed processes and codes;

Directs and/or performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Directs and/or performs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;

Oversees and/or performs the processes related to receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May oversee or participate in the preparation of payroll data for compilation and processing;

May oversee or participate in the preparation of purchase orders and vendor bid processes;

May supervise clerical staff and/or instruct employees in the specialized details of the work;

Conducts correspondence in connection with financial matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Good knowledge of current general and government accounting;

Proficiency in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and computer applications used for accounting and financial management;

Ability to plan, assign and supervise the work of account keeping and clerical assistants;

Ability to understand and carry out complex oral and written directions;

Ability to make arithmetic computations rapidly and accurately;

Ability to prepare correspondence and reports;

Ability to secure the cooperation of others;

Ability to deal effectively with the public;

Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Sound judgment in solving complex account keeping problems;

A high degree of accuracy, initiative and resourcefulness;

Initiative, tact; courtesy; integrity.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- A) Bachelor's Degree or higher in accounting, finance, business administration or related field; or
- B) Associate's Degree in accounting, finance, business administration or related field and two (2) years of years progressively responsible experience in maintaining financial accounts and records; or
- C) Four (4) years of progressively responsible experience in maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 11*Request to Create New Position*

DEPARTMENT NAME: Information Technology

DATE: July 2022

- (a) Title of Requested Position: Computer Help Desk Tech. II - Temporary
- (b) Annual Base Salary (and Grade if Applicable): \$53,493 - \$25.7177/hour - Up to \$20,000
- (c) Effective Date for New Position*: **Upon Approval**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.1680.4999, American Rescue Plan, up to \$20,000 (salary and fringe)
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Information Technology Payroll Dept. No: A.1680.4999
Title of Position: Computer Help Desk Tech II - Temporary Base Salary of Position: \$25.7177 Grade:
Filling at Step # (If Known):
Budget code and title: A.1680.4999.130 ARPA-Salaries Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: n/a Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 100% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other TEMP
Actual impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 7/14/22
Human Resources Director has approved this form when initialed. 7/14/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/14/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 7/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules & Gov. Operations
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 07/19/2022

COMPUTER HELP DESK TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating and overseeing the daily operations and personnel assigned to the help desk. Duties include providing technical support for computer hardware and software, assisting with data networking activities, and training and assisting staff in the use of agency computer systems. Incumbents in this class train lower level Help Desk Staff and act in a lead capacity by guiding, advising and informing them of help desk procedures. This position is distinguished from the Computer Help Desk Technician I title by the experience required, and the “lead role” provided over lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages help desk operations, including prioritizing requests for service, scheduling and assigning work, and evaluating completed work;
 Supervises, trains and evaluates help desk staff;
 Provides technical support to employees and officials using agency computer systems;
 Trains staff in the use of software, including word-processing, database, spreadsheet and electronic mail software;
 Provides Help Desk support for computer users for hardware and software;
 Installs, customizes and tests desktop computing equipment;
 Installs, customizes and tests network communication equipment;
 Communicates with vendors and other technical support personnel to aid in the solution of problems regarding desktop hardware and software;
 Evaluates desktop computer hardware, software, services and supplies by determining user requirements, performing product and cost analyses, acquiring vendor information and product details, and developing and submitting equipment proposals;
 Maintains a library of PC-related manuals, documentation, publications, etc.;
 Keeps professional skills updated and consistent with current networking and desktop computing technology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of computer hardware, software, networks and peripheral equipment supported by the Information Technology Department;
 Thorough knowledge of application software, including word-processing, database, spreadsheet, electronic mail, and networking software;
 Good knowledge of network data communications hardware and protocols, excellent interpersonal and oral and written communication skills;
 Ability to supervise the work of others; Ability to establish effective working relationships with others;
 Ability to effectively communicate technical information in an easily understood manner;
 Ability to instruct others in the use of computers and computer software;
 Ability to analyze and solve problems relating to desktop computer operations;
 Ability to successfully work with and serve a diverse local community; Versatility, reliability;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and**:

- A) Associate's Degree in Computer Science, Computer Technology or a closely related field AND two (2) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support; or
- B) Four (4) years of full-time paid experience, or its part-time paid equivalent, as a computer support specialist, network support specialist, microcomputer technician or equivalent position providing technical desktop computer and/or network support.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.HEALTH & HUMAN SERVICES BUILDING Payroll Dept. No: 19.13
Title of Position: Cleaner #6 Base Salary of Position: \$29735 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 GENERAL.HEALTH AND HUMAN SERVICES Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13593/KLEMPLE Date of Vacancy: 07/11/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal % [] State % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other Labor
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 7/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/11/22

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 7/11/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 19-July-2022

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Some knowledge of cleaning methods, materials and equipment;
Ability to understand and follow simple oral and written directions;
Ability to get along well with others;
Ability to read and write;
Thoroughness, cleanliness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required but some experience in building cleaning work is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #1 Base Salary of Position: \$39246 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #1 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: 11619/CONVERSE J Date of Vacancy: 06/20/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 7/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/11/22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 7/11/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 7/19/22

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller of similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time of appointment.